GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Department of GSWS – Village/Ward Secretariats – Functionaries – Inter District Transfers on spouse Grounds – Guidelines - Orders – Issued.

DEPARTMENT OF GRAMA SACHIVALAYAMS AND WARD SACHIVALAYAMS

G.O.MS.No. 15 **Dated: 17-11-2025**

Read the following: -

1.G.O.Ms.No.01 GSWS Department, dated 25.01.2025.
2.G.O.Ms.No.03 GSWS Department, dated 10.04.2025.
3.G.O.Ms.No.04 GSWS Department, dated 17.05.2025.
4.G.O.Ms.No.23, Finance (HR.I-PLG& Policy) Dept.,dt.15.05.2025.
5.G.O.Ms.No.05, GSWS Department, dt.12.06.2025.
6.From the Director, GSWS, Vijayawada, E-file Computer No.2999478

ORDER:

The Government have issued Orders in the reference 1st read above on Rationalisation of Village/Ward Secretariats and Functionaries for effective implementation of Real Time Governance at Village/Ward level and achievement of Swarna Andhra Vision @2047.

2. The Government have categorized the Village Secretariats into Category “A” Category “B” and Category “C” based on the population and Functionaries as General Purpose, Specific Purpose and Aspirational. Further, Government have Ordered deployment of optimum number of Functionaries to ensure effective discharge of various functions. Minimum of 6 (six) Functionaries in the Village/Ward Secretariats falling under Category “A”, 7 (Seven) under Category “B” and 8 (eight) Functionaries under Category “C”.

3. In the references 2nd & 3rd read above, orders have been issued for positioning of various designations of General-purpose Functionaries and Specific Purpose Functionaries in the Village /Ward Secretariats under Rationalisation of Functionaries & Categorisation of Secretariats.

4. In the reference 5th read above, Government have issued certain guidelines for positioning and transferring of Functionaries working in the Village/Ward Secretariats

5. In the reference 6th read above, the Director, GSWS, Vijayawada has requested the Government to issue guidelines for inter-district transfer of GSWS employees on spouse grounds.

6. After careful examination of the matter, Government hereby issues the following guidelines for inter District Transfers on Spouse grounds of GSWS employees:

(P.T.O)

Principles for Transfers and Postings:

1. Transfers shall be entertained on request basis only.
2. Application for transfer shall be submitted through ONLINE.
3. The requests for local cadre transfers on the ground that either wife or husband is in State Government Service and the other spouse in private employee shall not be considered.
4. The unit for transfer is the unit of the appointment i.e., erstwhile Districts.
5. Transparent declaration of Vacancies: HOD's at the erstwhile District Level shall publish the list of vacancies available under the respective designations.
6. Employee will be provided an option to declare their choice Mandals / ULBs.
7. Request of employee having any disciplinary charges / ACB/Vigilance cases pending against him/her shall not be considered.
8. Employees shall produce 'No Dues Certificate' from the MPDO/Municipal Commissioner as the case may be along with their request transfer application.
9. The Applications are submitted online with attested by the MPDO/Municipal Commissioner.
10. Once the application time line is closed, Verification of applications through online will be taken up. Provisional seniority list in each category based on merit rank is displayed in the Portal.
11. Objections can be uploaded with proof in the Portal and objections are redressed and replies will be posted by respective HoDs at District level.
12. Final Seniority list in each Category shall be displayed in the Portal.
13. Employee whose spouse working in the State Government including Public Sector Undertaking/State Universities/ Municipalities/Cooperative Institutions/ Aided Institution etc/Central Government / Central Government Institutions/ Central Universities etc shall be considered. Such applicants shall invariably Produce (a) Marriage Certificate and (b) Certificate from the employer along With the employee ID., subject to fulfilment of the following conditions:

    a. Transfer can be done only, when there exists a clear vacancy.
    b. The functionary who get Inter District transfer shall take the last rank among the Employees of the opted erstwhile District of the same designation irrespective of the year of recruitment.
    c. Applicants are serially arranged based on the Merit rank in their respective District selection list. In case of a tie, preference should be given to seniority followed by Date of Birth.

Procedure of issue of Transfer Proceedings:

1. Logins will be given in the Portal to the Secretaries and HoDs of the Concerned Line Department for effecting Inter District transfers.

(Contd..03)

2. Transfer proceedings for transfers from one District to another District shall be issued by the Secretary to Government of the concerned Line Departments. All such proposals on inter-district transfers shall henceforth be routed through GA (MC-I) Dept., before obtaining orders in Circulation duly following the guidelines issued in the U.O. Note No.555-SPF-A/91/1, GA(SPF-A)Dept.,Dt.04.10.1991 and G.O.Ms.No.389,GA(MC.I) Dept., dt.06.07.2021 and circular memo.no.7232/MC-I/2011-1,GA(MC-I) Dept., dt.04.08. 2021.

3. In the first instance, the Employees are allotted to Mandal/ULB in the Portal itself.

4. Thereafter, the respective Appointing Authority allots the specific Secretariat in the Mandal/ ULB to the employee on transfer by means of counselling procedure.

5. Appointing Authorities i.e. the District Collectors, Regional Directors of Municipal Administration, Deputy Directors of Tribal Welfare Department, Assistant Directors of Survey & Land Records, Joint Directors of Agriculture Department, District Officers of Sericulture Department, Joint Directors Fisheries, Joint Director Animal Husbandry, Superintending Engineers of Public Health Department, Regional Deputy Directors of Town & Country Planning Department and Regional Directors of Medical & Health Department shall issue final transfer proceedings.

8. The District Collectors / appointing authorities shall ensure presence of 6,7,8 functionaries based on category of Secretariats as prescribed under rationalization norms in the G.O.Ms.No.1, Dept., of GSWS, 25.01.2025.

9. It shall be noted that if any employee submits false information/ documents and also the officer who countersigned the same are liable for disciplinary as well as criminal action.

10. The employees shall not be eligible for TTA /DA and joining time as the transfers are affected at their request.

11. The process of Transfers shall be completed by 30th, November 2025.

12. The Director, GSWS, shall prepare a schedule of Transfers and communicate to all the concerned.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

BHASKAR KATAMNENI
SECRETARY TO GOVERNMENT (FAC)

To
The Director, GSWS, Vijayawada.
All the District Collectors in the State.
The Spl. Chief Secretary/ Prl. Secretaries/Secretaries of the Departments of PR&RD, MA&UD, Social Welfare, Tribal Welfare, Revenue, Agriculture &Cooperation, Animal Husbandry Dairy Development & Fisheries, Home and Health, Medical &Family Welfare, AP Secretariat.

The Commissioner, PR&RD.
The Commissioner & Director, MA&UD.
Copy to
The Finance (HR) Department.
PS to Principal Secretary to Hon'ble Chief Minister
OSD to Hon'ble Minister (Sachivalayam & Village Volunteer).
PS to Chief Secretary.

// FORWARDED :: BY ORDER //

SECTION OFFICER